

Local and Online Computer Training Sources!

Local Office: Winchester

Tuesday, October 2, 2012 - 1:15pm

One of the top challenges for many of today's job seekers is a lack of technical knowledge and abilities. The good news is...help is out there! Most of today's job applications are online and many company websites require you to have an email address to even apply! If you feel like you are not able to apply for jobs because you are not comfortable on a computer, please be aware that there are lots of free or low cost computer classes in our area just waiting for you to take advantage of! Below is a list of computer training providers in our service area as well as free websites that provide computer classes and tutorials:

Winchester/Frederick County

Handley/Bowman Library

Literacy Volunteers-Winchester Area

301 N. Cameron Street Suite 102 Winchester, VA

Phone: 540-536-1648 Email:

Free computer workshops are offered monthly, limit six people per workshop. Some class days may be changed due to instructor availability. Advanced registration required.

• Getting to Know the Computer

• Introduction to the Computer

• Basic Email

• Beginning MS Word, Excel, Powerpoint, Publisher & Access

• Offers 8 week courses in Keyboarding, Microsoft Word, Introduction to Computers and Excel. Fees range from \$25-40.00

Bowman Library workshops, call 540 869-9000, ext. 203.

Handley Library, workshops, call 540 662-9041, ext.19

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Warren County

Samuels Library

330 E. Criser Rd, Front Royal, VA 22630 | 540-635-3153

Free classes meet on Tuesdays in the Samuels Library computer lab. A different subject is covered each month. For more information or to sign up, please call 540-635-3153.

- Basic Mouse/Basic Skills
- Basic Email

· Beginning MS Word, Excel, Powerpoint, Publisher & Access

Loudoun County

Loudoun County Workforce Resource Center

Workforce Resource Center
102 Heritage Way, N.E. First Floor, rear entrance
Leesburg, VA 20176 Ph: 703-777-0150

- Microsoft Powerpoint, Excel
- Dell Learning System (Lab Time): This is an interactive computer based learning system which allows participants to develop, refresh, or enhance their skills in either Microsoft Office 2007 or 2010 applications. Pre-requisites: You must have basic computer skills, knowledge of how to navigate the internet, and typing skills.
- Computers are available on a first-come, first-serve basis, check with front desk for available times. Subject to cancellation, please call the Center first to be sure times are still available ~ 703-777-0150.

Lord Fairfax Community College/Workforce Solutions

Absolute Beginners Guide to Computers \$225.00

www.lfccworkforce.com Phone: 540-868-7021

Free Online Resources...

Goodwill Learning Foundation: www.gcflearnfree.org

- **GCFLearnFree.org®** creates and provides quality, innovative online learning opportunities to anyone who wants to improve the technology, literacy and math skills needed to be successful in both work and life.

www.digital literacy.gov

- The Digital Literacy portal is an initiative of the Obama Administration to serve as a valuable resource to practitioners who are delivering digital literacy training and services in their communities.

www.learn2type.com

- Free online typing lessons, tutorials and tests

<http://alison.com>

- Over 400 free online courses in digital literacy, financial literacy, health and safety, personal development and business skills

<http://office.microsoft.com/en-us/support/training>

- Free online tutorials and webinars on a wide variety of Microsoft Office products including 2010 versions of Powerpoint, Access, Excel, Word, Outlook, Publisher, and many other subjects!

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Source URL: <http://www.vec.virginia.gov:80/node/847>

Links:

[1] mailto:pc@lvwa.org